

Effective 28 February 1991

**Information Management: Publishing and Printing**

**The Army Integrated Publishing and Printing Program**

This UPDATE printing publishes a new supplement which is effective 28 February 1991.

For the Commander:

JERRY W. GINN  
*Colonel, GS*  
*Chief of Staff*

Official:

ROGER H. BALABAN  
*Director, Information Management*

**Summary.** This publication supplements AR 25-30, 28 February 1989.

**Applicability.** This supplement is applicable to all elements of the United States Army Recruiting Command.

**Impact on New Manning System.** This supplement does not contain information that affects the

New Manning System.

**Supplementation.** Further supplementation of this regulation is prohibited. This supplement is current until further notice from this headquarters.

**Suggested improvements.** The proponent agency of this supplement is the Office of the Director of Information Management. Users are

invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to HQ USAREC (RCIM-RMP-AS), Fort Sheridan, IL 60037-6120.

**Distribution.** Distribution of this issue has been made in accordance with USAREC Pam 25-30, distribution C.

**Paragraph 1-20, Deputy chiefs of staff for information management (DCSIMs), directors of information management (DOIMs), and information management officers (IMOs)**  
Add subparagraphs (21) and (22) after subparagraph b(20).

(21) The Chief of Publications and Forms, Information Management Directorate, is designated as the command publications control officer to exercise staff responsibility for preparation and submission for printing of administrative publications and forms within the command.

(22) The Chief of Production Control, Advertising and Public Affairs Directorate, is designated as the command publications control officer to exercise staff responsibility for preparation and submission for printing of advertising and public affairs materials within the command.

**Paragraph 1-20, Deputy chiefs of staff for information management (DCSIMs), directors of information management (DOIMs), and information management officers (IMOs)**  
Add subparagraphs (13) and (14) after subparagraph c(12).

(13) The Chief of Publications and Forms, Information Management Directorate, is designated as the command printing and reproduction control officer to exercise staff supervision over the procurement and production of all administrative printing and duplicating activities, including facility inspection. The Commander, United States Army Recruiting Support Command (RSC) and recruiting brigade (Rctg Bde) and recruiting battalion (Rctg Bn) commanders will designate a printing and reproduction control coordinator, either

military or civilian, to exercise staff supervision over the procurement and production of all administrative printing and duplicating. See table 1-1 for detailed printing and reproduction control coordinator duties. The name, office, and telephone number of printing and reproduction control coordinators will be furnished to HQ USAREC (RCIM-RMP-AS), Fort Sheridan, IL 60037-6120, changes will be furnished as they occur.

(14) The Chief of Print Branch, Production Control Division, Advertising and Public Affairs Directorate, is designated as the command advertising and public affairs printing and reproduction control officer to exercise staff supervision over the procurement of all advertising and public affairs printing and reproduction services. The Commander, RSC and Rctg Bde and Rctg Bn commanders will designate a printing and reproduction control coordinator to exercise staff supervision over the procurement and production of all advertising and public affairs printing and duplicating. See table 1-1 for detailed printing and reproduction control coordinator duties. The name, office, and telephone number of the printing and reproduction control coordinator will be furnished to HQ USAREC (ATTN: RCAPA-PC), Fort Sheridan, IL 60037-6100, changes will be furnished as they occur.

**Paragraph 1-20, Deputy chiefs of staff for information management (DCSIMs), directors of information management (DOIMs), and information management officers (IMOs)**

Add subparagraph (15) after subparagraph d(14).  
(15) The Chief of Publications and Forms, In-

formation Management Directorate, is designated as the forms control officer to exercise staff responsibility for the proper operation of the forms management program throughout the command.

**Paragraph 3-2, Approval of new and revised forms**

Add the following to subparagraph a(3):

The Commander, RSC and Rctg Bde and Rctg Bn commanders are not authorized to publish blank forms. When mission dictates a need for new forms or the necessity to revise an existing form, staff and field elements will adhere to the following procedures:

- (a) Prepare a draft copy of the proposed form.
- (b) Complete DA Form 1167, in duplicate.
- (c) Prepare a memorandum of justification, and mail, with the proposed form to HQ USAREC (RCIM-RMP-AS).
- (d) Request for form will be reviewed and staffed. Originator will be notified of final determination.

**Paragraph 9-1, Description of agency and command publications**

Add subparagraph c after subparagraph b.

c. The Commander, RSC and Rctg Bde and Rctg Bn commanders are not authorized to issue command publications (i.e., supplements, regulations, circulars, pamphlets, memorandums). Policy memorandums and memorandums of instruction will be used as a means of disseminating information to subordinates. These memorandums will contain an expiration date of no longer than 2 years, effective from the date of issue. However, they may be given an earlier expiration

\*This supplement supersedes USAREC Supplement 1 to AR 310-1, 9 November 1984.

date if it need not remain in effect for 2 full years. Policy memorandums and memorandums of instruction will be prepared in accordance with the sample at figure 9-2. A copy of all policy memorandums and memorandums of instruction will be furnished to HQ USAREC (RCIM-RMP-AS). In addition, Rctg Bns will furnish their Rctg Bde with a copy of each policy memorandum and memorandum of instruction issued.

**Paragraph 11-41, Acquisition of self-service copiers**

Add subparagraph (3) after subparagraph b(2).  
(3) All requests for validation in the United States Army Recruiting Command will be forwarded to HQ USAREC (RCIM-RMP-AS) for validation.

**Paragraph 11-49, Controls on self-service copiers**

Add the following to subparagraph c(1):

DA Form 4575-R will be used by this command.

**Paragraph 11-52, Self-service copying**

Add subparagraph (3) after subparagraph b(2).

(3) All elements of this command will provide the following information in memorandum format for each copier in use on a quarterly basis on 15 January, 15 April, 15 July, and 15 October of each year.

- (a) Equipment make, model, and serial number.
- (b) Approval control number.
- (c) Type of procurement (lease or purchase) and installation date.
- (e) Equipment characteristics (e.g., speed, accessories, and special features).
- (f) Machine location.
- (g) Number of copies produced.
- (h) Depreciation (if owned).
- (i) Rental cost (if leased).

- (j) Maintenance cost (if owned).
- (k) Cost of supplies.

**Appendix A, References**

Add the following to Section II, Related Publications  
**DOD 4000.19-R**  
Defense Regional Interservice Support (DRIS) Regulation.

**Glossary**

Add the following terms alphabetically to Section I, Abbreviations:

**Rctg Bde**  
recruiting brigade

**Rctg Bn**  
recruiting battalion

**RSC**  
United States Army Recruiting Support Command

**Table 1-1**  
**Printing and reproduction control coordinator duties**

Section I. Administrative printing and reproduction control coordinators
1. Monitor all administrative printing and reproduction within his or her command.
2. Negotiate all support agreements pertaining to administrative printing and reproduction. See DOD 4000.19-R for details. There is a \$1,000 limitation for support agreements.
3. Ensure that the commands' mimeograph machines are being used to their fullest extent. This will lower copier costs and negate the need for extensive support agreements.
4. Act as point of contact with Rctg Bde and this headquarters for printing and reproduction.
5. Ensure that only authorized material is printed or reproduced.
6. Maintain cost and production data on mimeograph equipment. Review, program, and budget for equipment requirements.
Section II. Advertising and public affairs printing and reproduction control coordinator duties
1. Monitor all advertising and public affairs printing and reproduction within his or her command.
2. Act as point of contact with Rctg Bde and this headquarters for printing and reproduction of advertising and public affairs materials.
3. Ensure that only authorized advertising and public affairs materials are printed or reproduced.
4. Maintain cost and production data on advertising and public affairs printing.
5. Ensure that all requests for term contracts and amendments are submitted to HQ USAREC (RCAPA-PC) for review and approval.
6. Ensure that one copy of each advertising and public affairs print request is forwarded to HQ USAREC (RCAPA-PC).
7. Ensure that one copy of each advertising and public affairs item printed is forwarded to HQ USAREC (RCAPA-PC).



REPLY TO  
ATTENTION OF

## DEPARTMENT OF THE ARMY

R C \_\_\_\_\_  
\*RCIM-RMP-AS 25-90-1

RC (Office Symbol)

SUBJECT: Preparation of a Policy Memorandum or Memorandum of Instruction (25-30)

MEMORANDUM FOR SEE DISTRIBUTION

### 1. References:

- a. AR 25-30, The Army Integrated Publishing and Printing Program, with USAREC Suppl 1 thereto.
- b. DA Pam 310-20, Administrative Publications: Action Officers Guide.

2. Policies. Policy memorandums and memorandums of instruction are temporary directives or informational guidance with a limited distribution (within your own organization). A policy memorandum and a memorandum of instruction is usually effective for 2 years after its date of issue; however, it may be given an earlier expiration date; it need not remain in effect 2 full years.

- a. These memorandums are used to convey short-term directives or general information to subordinate units.
- b. Policy memorandums and memorandums of instruction are not used to:

(1) Publish long-term policies or procedures (these requirements should be published by Headquarters, United States Army Recruiting Command in command publications).

(2) Direct continuing practices or actions.

(3) Change a permanent United States Army Recruiting Command or Department of the Army publication.

(4) Forward a draft copy of another publication with instructions to use it until the printed publication is used.

(5) Send information to other United States Army Recruiting Command elements as action addressees.

### 3. Procedures.

a. The memorandum number consists of a series number and subnumbers that identify your memorandum. You need to determine what subject series your memorandum belongs to and the series number it should have (AR 25-30, table 2-4).

b. The expiration date is the date the policies and procedures in your memorandum expire.

c. If your memorandum supersedes another or parts of another memorandum, you must put a supersession notice on your title page.

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\*This memorandum supersedes Memorandum of Instruction, RCIM-RMP-AS 25-89-1, HQ USAREC, 1 January 1989.

**Figure 9-2. Sample policy memorandum or memorandum of instruction**

RC (OfficeSymbol)

RCIM-RMP-AS 25-90-1

SUBJECT: Preparation of a Policy Memorandum or Memorandum of Instruction (25-30)

FOR THE COMMANDER:

AUTHENTICATION (Signature Block)

DISTRIBUTION: (Addressees under your jurisdiction only)

CF:

1-HQ USAREC (RCIM-RMP-AS), Fort Sheridan, IL 60037-6120 (1 copy will always be furnished to this address)

1-HQ USAREC (RC\_\_\_\_\_), Fort Sheridan, IL 60037-\_\_\_\_\_ (1 copy will be furnished to the specific staff element at HQ USAREC who has staff responsibility of subject matter involved)

1-Cdr, U.S. Army\_\_\_\_\_ Recruiting Brigade (\_\_\_\_\_) (Rctg Bn commanders will always furnish their Rctg Bde commander with a copy of the policy memorandum or memorandum of instruction)

**Figure 9-2. Sample policy memorandum or memorandum of instruction (Continued)**